



CHRISTIAN CROSSINGS ACADEMY

2019 - 2020

PARENT / STUDENT HANDBOOK

Daring to Soar with Spiritual Integrity and Academic Excellence

CHRISTIAN CROSSINGS ACADEMY

PARENT / STUDENT HANDBOOK

Head of School: Salim Karnaby
Principal: Andrea Karnaby

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Office Hours

8:30AM – 4:00PM

Student Hours

9:00AM – 3:30PM

Extended Care

3:30-4:00

Christian Crossings Academy (further known as CCA) admits students of any race, sex, color, national and ethnic origin. We welcome all nationalities and races to participate fully in all programs, and activities offered to students at CCA. Furthermore, CCA does not discriminate on the basis of race, color, sex, nationality or ethnic origin in admission policies or school sponsored activities and programs. CCA admits students according to the laws of U.S. Department of Immigration and cannot accept students classified under certain alien statuses.

Christian Crossings Academy

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<http://www.christiancrossings.com/>

Philosophy

The philosophy of Christian Crossings Academy is to enable children to view life from God's perspective because He is Truth. We believe Biblical perspective is communicated through (1) His Creation, (2) His Son, Jesus Christ, and (3) His Holy Word, the Bible. We seek to ground everything we do on the transforming gospel of Jesus Christ. All members of the educational process at Christian Crossings Academy are not only committed to Jesus Christ but seek to develop the total child, spiritually, mentally, physically, and socially.

The pursuit of knowledge is more than the collection of information. It also includes understanding and Godly wisdom. We are committed to leading children and their families to a restored relationship with God, to graduating students with both academic competency and character and to developing history makers and world changers for the glory of God.

Mission Statement

The Mission at Christian Crossings Academy is to glorify God in all that we do by providing an exceptional Christian education in an environment of genuine love for each student and parent.

Purpose

The purpose of CCA is to offer an unparalleled educational experience centered on the way children learn. We share your commitment to provide your child with emotional, physical, intellectual and spiritual development through the word of God.

Christian Crossings Academy
Adopts
ACSI'S STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33),
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
His sinless life (Hebrews 4:15, Hebrews 7:26),
His miracles (John 2:11),
His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),
His resurrection (John 11:25, I Corinthians 15:4),
His ascension to the right hand of the Father (Mark 16:19),
His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24,

Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost, they that are saved into resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
8. We believe that marriage is ordained by God between 1 man and 1 woman. (Genesis 2:24, Matthew 19:4-5)

Academics

Our academic program focuses on exposure to a multitude of subjects early on so as to open up those areas of our students' developing minds to specific domains they might not have otherwise been exposed to. Students will experiment with circuitry and engineering in such a fun and hands on way that they are prepared to delve deeper into these areas as they mature without trepidation or intimidation. Classical literature, poetry and art are a part of everyday life at Christian Crossings blending seamlessly with science, technology and math in what we call S.T.E.A.M (Science, Technology, Engineering, Art and Math). We use only the best of the best curriculum utilizing teaching methods backed with research demonstrating efficacy in achieving student mastery of the subject. This means we will not needlessly drill using outdated methods that don't prove to encourage mastery or interest in a subject. Children need to move while learning, they need to touch, see, hear and demonstrate what they are learning in order to truly become proficient in that domain. We provide our students the opportunity to experience every lesson from multiple learning pathways so that learning is achieved, curiosity is sparked, critical thinking is strengthened, and creative areas of the brain are simultaneously activated. We believe that critical thinking and creativity cannot and should not be separated from other academic areas as other schools of thought go, but rather intertwined so that the processes of recalling information and applying it are a seamless occurrence. Children cannot exercise critical thinking skills without first having a broad and concrete base of information to start from. Here at Christian Crossings we seek to be as inclusive an environment as possible and will make efforts to give accommodations to students with special needs as diagnosed. We seek to tailor the learning experience within reason. We cannot; however, accommodate students whose needs may be greater than our scope of expertise or capacity. This will be deemed to be the case after administrative interview, observation and intervention throughout a trial period wherein administration will determine whether or not we can accommodate.

Accreditation

Christian Crossings Academy is currently accredited through GACCS and is actively seeking accreditation from ACSI, which is widely known and well-respected accreditation for private Christian schools.

Admissions

Christian Crossings Academy does not discriminate on the basis of race, color, sex, or national/ethnic origin in its admission or programs. CCA does, however, screen applicants on the basis of academic ability, deportment and compatibility with the school's religious purpose, philosophy and goals.

We further reserve the right to decline to admit a student whose special educational, behavioral or physical needs reach beyond the scope of our ability to meet.

As a religious body we reserve the privilege of setting standards of conduct and dress for students and teachers as well as parent volunteers or visitors to school campus. We appreciate and expect full cooperation from parents and students with regards to this handbook and the guidelines set forth. Students must maintain these academic, behavior, dress and character standards in order to remain enrolled at CCA, which reserves the right to suspend, dismiss, or deny re-enrollment to any student who violates the standards set forth in this handbook.

SMOKING

Smoking is **PROHIBITED** on the premises and surrounding areas.

Appointments and Appeal Procedures

Appointments can be scheduled with the teachers and the Administrator by written request or by phone through the school office.

CCA utilizes the Matthew 18 Principle. **This requires the parents to talk to teachers about student-related problems before going to the Administrator.** If unresolved, the matter is prayerfully moved through the school's organizational structure in an orderly fashion as described below.

If a student or parent is offended by the words or actions of a teacher, he/she should go first to the teacher through whom the offense came and endeavor to solve the problem immediately. If not resolved, they should agree to go together to review the matter with the Administrator. Without resolution, the Administrator will take the matter to the Head of School to determine the proper method of presenting the matter to the CCA board.

Arrival & Dismissal

Students must arrive prior to 12:00 p.m. to be counted present that day. Any student arriving after 12:00 p.m. will still be counted absent for the school day. If a student leaves before 12:00 p.m. and does not return to school, he/she will be counted absent for the day.

Arrival- Students may be walked in by a parent as early as 8:45 am and are expected to be in their seats and ready to learn by 9:00 am when school learning day begins.

Dismissal- Pickup time for students is at 3:30 pm and students are to be picked up from school lobby. Please call as soon as you are aware that you may be late in picking up your child so that we can make proper arrangements.

Late Pickup- After 3:40 they will join the aftercare program and charged the aftercare fees.

Early release of children needs to be prearranged as soon as parent is aware of the need by contacting the teacher or office. Release of children to anyone other than the parent is only permitted if that person is a designated authorized person for pick-up as indicated on enrollment forms and must show proper Id at time of pickup.

Release of Children - Children will be released ONLY to those persons designated on the emergency card or the enrollment form. **Please keep this information current.** Parents must send a note **AND** call the office advising CCA if any other person not listed on their emergency card is to pick up their child. **This person will be asked for identification before the child will be released into his/her custody.**

Attendance Policy

Success at CCA is directly linked to school attendance. Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities including class discussion, laboratory experiments, field trips, direct instruction and guest speakers cannot be simulated or replicated with bookwork.

- **A Doctor's note is required if a student has missed 3 or more days in a row.**
- Students choosing not to attend field trips or other school sponsored events will not be counted absent. Teachers are allowed to require an assignment in place of a field trip.
- We encourage you to request any missed daily /classwork when your child is absent.
- **If a student is absent the day a previously assigned project is due, the project is due the day the student returns.**
- Make-up tests and quizzes will need to be scheduled with each student's classroom teacher.
- If you have any planned absences, please notify your child's teacher at least 2 days prior so they can send all assignments home with student prior to absence. Assignments are due the first day the student returns.
- If a student exceeds 10 absences per semester, a conference will be required with parent, teacher and Administrator in attendance. More than 20 absences may affect the students progression to the next grade level.

Excused Absence:

An excused absence is one that occurs for illness, death in family or other unavoidable occurrences. Students should bring a parent's written excuse for being absent to their teachers upon return.

Every effort will be made for the student to make up work missed during the school day upon his/her return to school. However, an extended illness (more than two (2) days) may require additional tutoring and/or parental assistance. Work to be made up is at the teacher's discretion. Students are required to make-up tests and quizzes.

In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework and major assignments without penalty. Major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Principal may grant exceptions to this policy.

Absence with Parent's Permission:

An absence with parent's permission occurs when parents choose to withdraw children from school for vacations or other absences. Under these circumstances, the following guidelines are in place:

- With a pre-arranged absence, the student will make up work missed either before departure or upon return from the trip within the time constraints of the school make up policy; major

assignments that are due during the absence must be turned in before the student leaves for the trip. Parents are responsible for instruction of the material covered in the class during the absence.

- All work given to the child before an extended absence is due on the day that the student returns to school or it will be considered late. It is the responsibility of the student to turn in makeup work. Work done during the absence is for practice and reinforcement after parental instruction. It is to be checked by the parents. The work must be returned to school, but those grades will not be entered in the grade book. Extra days given for makeup work will be at the discretion of the teacher depending on the assignment or project due. It is the responsibility of the student to receive a written plan from each of his/her teachers prior to the extended absence, stating what work must be completed and deadlines for the makeup work.
- Tests or quizzes must be made up immediately. Parents of K-5 students must make arrangements with their child's teacher to make up tests missed.

Unexcused Absence:

An unexcused absence occurs when a child is absent for any other reason. Class work missed must be made up.

Excused Absences Include:

- Illness and injury
- Illness or death in the student's immediate family
- Participation in approved school related activities (is not included in the 10-day count)
- Prearranged absences of educational value, college visits, leadership forums with the Principal's approval, competitions, talent opportunities
- Medical appointments that cannot possibly be scheduled outside of school
- School sponsored functions will be handled in the same manner as a field trip

Students are responsible to schedule and take make up tests and quizzes. Students will have one day for each day missed to take tests and quizzes and make up any homework.

Unexcused Absences Include:

- All absences not listed above
- All absences not verified by the school

Early Dismissal

When a student needs to leave the campus during the day for a medical or dental appointment, parents must notify the teacher/administration at the beginning of the day. The parent will need to come to school receptionist, and the child will be called.

Tardy

School begins at 9:00 am. **Five tardies will equal 1 absence** which will affect perfect attendance awards.

Birthdays

Here at Christian Crossings Academy we welcome the celebration of your child's special day within the confines of the learning day and schedule. If you would like to do something special to honor your child's special day, please coordinate this in advance with your child's teacher. Please note that if you are bringing baked goods they must be store bought as per health code requirements. Furthermore, we are a peanut free facility so please purchase your items accordingly. We cannot allow gift exchanges in order to be fair to all students. We also ask that if you bring something in for the class you ensure that there is enough for all the students. Invitations to birthday parties off campus can only be handed out at school if EVERYONE in your child's class is being invited or if invites are for ALL the girls or ALL the boys.

Chapel

All students at Christian Crossings Academy attend chapel each Wednesday. This is a wonderful time of music and worship combined with skits, presentations, guest speakers and even classroom performances. Parents, families and friends are always invited and encouraged to attend. Chapel begins promptly at 9:10 am each Wednesday morning.

CHILD ABUSE

All teachers are required to read and sign a pamphlet stating they are aware that they are responsible for reporting any signs of suspected child abuse. Hotline #: 1-800-962-2873
Teachers are not allowed to spank or verbally abuse children in any way.

CONDUCT

All students at CCA are required to display Christian character traits in line with the character traits from the Fruits of the Holy Spirit; love, joy, peace, patience, kindness, goodness, faithfulness. The following is a guideline of (but not limited to) of the behaviors/conduct expected at CCA.

1. Keep your school clean. Show that you are proud of it by disposing of trash in proper containers.
2. Do not bring gum or candy to school.
3. **Do not bring any toys to school.** This includes radios, or other electronic devices, cards, dice, knives, fireworks, morally offensive material, comic books, electronic games, lasers, CD's, etc. on campus. These items will be confiscated by teachers or the Administrator and returned only to the parent.

4. Respect school and personal property. Damaged property will be replaced or repaired at the expense of the student.
5. Be courteous to teachers and adults. Teachers must be addressed as Mr., Mrs. or Miss.
6. Exercise self-discipline in school. Passing notes, talking without recognition, writing on textbooks, rowdiness, etc., does not show self-discipline.
7. Use playground equipment properly. Kicking or throwing playground balls over the fences, in the woods or against the buildings will not be tolerated.
8. Use of vulgarity or profanity will not be tolerated and may result in suspension or expulsion from school.

DISCIPLINE

Christian love is at the heart of all discipline. It includes both direction and restriction. Fairness, firmness and consistency are recognized as key factors in the administering of discipline. Positive guidance techniques used by our staff will teach the children self-control and self-direction. Each Elementary teacher has developed her/his own behavioral management program.

- Modeling appropriate behavior for the children will show an example of how they should behave.
- Teaching children what to do rather than what not to do will introduce appropriate behavior in a positive manner.
- Reinforcing the positive rather than constantly verbalizing the negative in a child's behavior will encourage the child to want to continue the positive behavior.
- Teaching communication skills so that problems can be channeled in an appropriate manner will decrease misunderstandings.
- Being perceptive of arising problems will allow for mediation before inappropriate acts begin.
- Redirecting younger children when possible will decrease the use of the word "no" and will decrease frustration in children.
- Discussing inappropriate behavior and the consequences of that act on an individual basis will help the child to understand why the behavior is inappropriate.

Time-out is an approach to classroom management that is used when a child needs to be removed from the group or an activity because of inappropriate behavior. The child is never in time-out for more than five minutes. This time is used for the child to calm down. After the child has become calm, the teacher will talk with the child about his feelings. Time-out is used sparingly as effectiveness is lost when used too often.

Disciplinary measures may include counseling, a warning, parent conference, referral to the Administration, detention, suspension, probation or expulsion. Students given in-school suspension will receive no credit on any assignments, quizzes or tests given on the day of the

suspension. Continued and deliberate disobedience may warrant the employment of more severe measures stated above.

Major and/or repeated infractions may result in immediate referral to the Administration.

CCA does not allow any staff or faculty member to inflict corporal punishment on any student.

Bullying

There is a **no bullying policy** at CCA

“Bullying” includes “cyberbullying” and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or reasonably interfere with the individual’s school performance or participation; and may involve:

- A. Teasing
- B. Threats
- C. Intimidation
- D. Stalking
- E. Cyberstalking
- F. Physical violence
- G. Theft
- H. Sexual, religious or racial harassment
- I. Public or private humiliation
- J. Destruction or property; and
- K. Social exclusion

Any student or student’s parent/guardian who believes she/he has been or is the victim of bullying or harassment should immediately report the situation to the school administration. Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have falsely accused another as a means of bullying or harassment may range from mentoring up to and including in-school or out-of-school suspension or expulsion.

Discipline

- Teacher consequences in classroom
- Referral to Administrator
- Parent Conference with Teacher and Administrator
- Possible suspension/expulsion

In School Suspension (I.S.S.)

- Student stays in Administrator's office for the entire school day
- Student in middle school completes classwork for 50% credit

Out of School Suspension (O.S.S.)

- Student is not allowed at CCA
- Student will receive "0" for any assignments during O.S.S. period

Discipline Referral

Students referred to the principal because of repeated or severe misbehavior will be counseled by the principal and/or will receive a "Discipline Referral" form to communicate consequences to the parent.

The school Administration may suspend or recommend expulsion for the following offenses on school property during regularly scheduled school days or off school property during any school-sponsored activity:

- a. Any unlawful activity as determined by the Statues of Florida or Pinellas County.
- b. Possession of dangerous weapons such as knives, chains, firearms, etc. (These will be immediately confiscated and not returned.)
- c. Fighting or threats of harm to any person.
- d. Failure to comply with reasonable requests or directions of any staff member.
- e. Possession or use of prescription or nonprescription drugs. (Use will be assumed if the drug is found in the possession of a student.)
- f. Possession or use of alcohol, tobacco, or any illegal drugs on or off campus. (Use will be assumed if the student exhibits evidence of such use.)
- g. Academic dishonesty such as copying, giving or receiving help on examinations.
- h. Continued misconduct evidencing inability or unwillingness to conform to school standards of dress or conduct.

Dress Code

CCA school uniform policy allows emphasis to be placed on the character development and positive self-image of each individual student, rather than on external appearances. Uniforms encourage students to have a sense of school pride, thereby building confidence and self-reliance. The Christian Crossings Academy dress code can be found on FrenchToast.com, to begin shopping simply, [Click here](#) to shop your school dress code on Frenchtoast.com.

Or

1. Visit www.frenchtoast.com and Click on "Shop By School" in the top navigation of our site
2. Enter your school code (**QS5JUSS**)
3. Click on your School Name
4. Shop your school's dress code list

On *Fridays*, CCA school pride t-shirts are allowed with blue jeans or uniform bottoms. **BOYS MAY WEAR NAVY OR KHAKI SHORTS OR PANTS ONLY. GIRLS MAY WEAR KHAKI OR NAVY PANTS ON DAYS THE TEMPERATURE IS BELOW 55 DEGREES. These items can be purchased at any store.**

SHOES: Students are to wear closed toe shoes/sneakers and socks every day. No sandals, crocs or heels higher than 2". They are to be a solid color of black, tan, white or navy. For example: Black Nike sneakers must have a black logo but may have white soles (not Neon) since its very difficult to find ALL black. We are trying to avoid bi-colored shoe/sneaker that promote a specific brand. Converse and Adidas have bi-color patterns therefore are not dress code.

Students may change into sneakers(of your choice) before and after gym period ONLY. They are not to be worn outside of P.E. including Fridays.

Girls skirts should not be shorter than three inches above the knee. On Fridays per our dress code students may wear either jeans OR uniform bottoms. Please do not send your child in leggings or other short shorts. Denim shorts are acceptable as long as they are no more than three inches above the knee. Girls headbands and hair-bows must be plain and school colors only. (navy, white, yellow) No animal or costume type headbands are allowed.

SHIRTS: Students must properly tuck shirts into shorts or pants at all times.

CHAPEL UNIFORMS must be worn on **Wednesdays**.

BOYS : Chapel dress - long pants or shorts with monogrammed light blue dress shirt. On regular days, boys will wear the CCA monogrammed polos with shorts or pants. Sweaters worn in classroom must monogrammed uniform CCA sweaters.

GIRLS : Chapel dress - Skort with white blouse. We recommend that girls wear shorts under jumpers. Leggings may be worn under jumper November-March. Leggings must be navy or white only. Sweaters worn in classroom must be monogrammed uniform CCA sweaters. On regular days, girls will wear CCA polo monogrammed shirt with the plaid skort. Leggings may be worn under skorts November-March. Leggings must be navy or white only.

BOYS: Hair needs to be neatly trimmed, combed, off the collar, above the ear and above the eyebrows. Earrings and tattoos are not permitted. No extremes in hairstyles, hair color, or jewelry will be permitted. Extremes will be defined by the Administration. No hats or bandanas are allowed.

GIRLS: jewelry should be kept to a minimum. Tattoos are not permitted. No extremes in hairstyles, hair color, jewelry or make-up will be permitted. Extremes will be defined by the Administration. No hats or bandanas are allowed.

CASUAL DAYS - No tank tops or spaghetti strap tops. Pants and shorts should be worn at the waist. Sweaters, jackets, sneakers, and backpacks must be **labeled** with student's names or initials.

EMERGENCY DRILLS

Fire drills are held on a monthly basis during the school year. Tornado drills are held each semester. Directions for exiting each room are given by the teacher and posted in the room.

Students are guided in the procedure for leaving each room and the building. Other procedures for lockdown or emergency evacuations are rehearsed yearly.

EXTENDED CARE

Extended care is provided for students until 3:40 pm. At this time, students will be picked up by Discovery Point 39. Students are expected to follow all handbook guidelines, including dress code. Our program is tailored to meet the interests and needs of school-age students. Children can play with friends outside, work on homework, enjoy learning games on computers and tablets, or just relax with a book.

EXAMINATIONS AND TESTS

Oral and written tests may be given when teachers feel they will assist in the learning process.

ACHIEVEMENT TESTS

Elementary and Middle School students are given TerraNova 3rd Edition Tests in the spring of each year. The school's testing program is designed to measure the student's progress since the previous school year. The tests are used by Christian and non-Christian schools nationwide to measure each student's progress and the effectiveness of the school's academic programs. The results will be made available to parents at the end of the school year. No make-ups will be given.

FIELD TRIPS

Field trips help provide the student with hands-on experiences as a supplement to classroom curriculum. We, therefore, encourage teachers to plan several field trips throughout the year. Students enjoy these experiences and not only gain a broader source of knowledge, but also learn how to exercise self-control and discipline in social situations.

If your child does not participate in an assigned classroom field trip, then he/she will be responsible to write a graded report on the material missed. The teachers may give an assignment in place of the field trip.

Permission slips are sent home with students prior to each field trip. Parents are required to sign and return forms, no later than one week before the scheduled trip. **No siblings are allowed to attend field trips.** School may require special dress on certain field trips. **ALL** parents should read and adhere to "Field Trip Driver Policies & Procedures."

All volunteers must have completed a Local Criminal Records form. Upon receipt of clearance from the county, volunteers may drive on field trips, tutor, assist teachers in classroom activities, etc. If the county response indicates there has been a driving infraction within the last 12 months, the person may **NOT** drive for field trips. They may volunteer in other capacities, however, or they may drive their own child only. If the response shows any record of infraction involving a child, the volunteer **WILL NOT** be permitted to volunteer on campus.

FINANCES

Tuition is due on the first of each month. After the 5th day of the month a \$20.00 fee will be assessed. After 30 days a \$35.00 fee will be assessed. After 60 days if no arrangements for payment have been made with the office, the child will be dismissed.

Payments may be mailed or dropped off at the Discovery Point front desk.

There will be a \$35.00 charge for checks returned to us.

Please note: We do not send monthly statements. Tuition, registration, field trips, fundraisers, etc. are to be paid with separate checks. ***Report cards or student records will not be distributed until all fees/tuition are paid.**

Withdrawal

Prepaid registration fees and tuition will be refunded in full if circumstances require a family to relocate out of the area before school starts. Families who choose to withdraw from CCA at any time because of parental dissatisfaction, change of residence, financial problems, academic difficulty, etc. will be refunded any prepaid tuition for the following months. Students attending one day or more of any month will owe the full month's tuition. Registration fees are non-refundable. Consumable books/material will be considered school property.

GRADING/PROBATION/PROMOTION

All report cards will be sent home with students at the end of each grading period. Parents are required to sign the report card and return it within three school days. A parent-teacher conference will be scheduled after the first report card is issued. An additional conference will be scheduled during the second semester at the teacher's request.

CCA grading scale is as follows:

K E-Excellent V-Very good S-Satisfactory N-Needs Improvement

1st Grade – 5th grade

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 59 and below

Specific information regarding grading policies will be given the first week of school for each grade level. Enrichment subject grades are based on participation and behavior and, in some cases, written tests and quizzes. Third through fifth will receive a letter and numerical grade. Enrichment grades are included in all School awards.

Academic Probation

Students who do not progress at an acceptable level during a grading period, may be placed on academic probation for the following grading period. If progress is inadequate, a parent conference will be scheduled. At the conclusion of the grading period, a review will be conducted to determine if sufficient progress has been made. Repeated placement on academic probation may result in dismissal.

Promotion

A student will not be promoted to the next grade level with two or more failing marks (F's) for the year end average in the academic subjects. Provisional promotion is contingent on verification of satisfactory completion of a summer school program or private tutoring.

HONORS/AWARDS

Because it is important to acknowledge and reinforce academic achievement and good social skills, teachers will issue certificates as follows:

- **Principal's List** – awarded to all students who earn no less than an “A” in any subject, including Enrichment subjects, and no less than a “S” in conduct.
- **Honor Roll** - awarded to all students who earn no lower than a “B” in any academic subject, including Enrichment subjects, and no less than an “S” in conduct.
- **Golden Lion Award** - good Christian character. This award will be presented at the first chapel of each month.
- **Perfect Attendance** - awarded to each student who has perfect attendance for the entire grading period and has not been tardy more than five times.
- **Daring to Soar Award** - awarded to one student in each class, per month for achieving personal goals, good behavior, random acts of kindness or any reason teachers can think of to encourage a child who may not receive recognition in areas above.

ILLNESS & MEDICATION

Allergies - If your child has any type of allergies, please be sure **ALL** specific guidelines are written for classroom teachers.

Illness/Accident Policy – Please do not allow children who are sick to come to school. After a fever, a child's temperature must be normal for 24 hours before returning to school. If a child vomits he/she may not return to school for 24 hours to avoid the spread of germs. If a student becomes ill while at school with a fever of 99* or above, vomits for any reason, has two or more diarrhea or loose bowel movements, or carries a contagious disease, a parent will be called to pick up the child. Please cooperate by picking up your child promptly.

- If a child is well enough to come to school, we will expect him/her to go outdoors with the class, weather permitting.
- If your child becomes injured at school, we will contact one of the parents or any others listed as emergency numbers given to us.
- A first-aid kit will be used for minor accidents. No medications will be applied.
- Accident/incident reports will be completed and the parent will be given a copy.
- If any child is considered by our staff, to be a habitual biter, or to exhibit other aggressive behaviors (i.e. hitting, punching, etc.) that are harmful to other children or staff, she/he may be asked to leave our school. A habitual biter would be considered anyone who

bites any other child under any circumstances and breaks the skin, more than three times. The parents of the biting child will be called to come and pick up their child immediately to be removed from the school for the day.

Medications

In the event that a student's attendance is dependent upon the administration of prescription medication during school hours, the following guidelines will be strictly enforced:

1. All medications must be brought to school in the original container which must be labeled with the child's name, medication name, dosage, and physician prescribing the medication.
2. A form must accompany medication which shall include:
 - Child's name • Name of medication
 - Time at which medication is to be given
 - Reason for medication
 - Duration of treatment
 - Physician prescribing medication, address and phone number of physician
 - Parent's or guardian's name and signature (dated)

Copies of this form are available in the school office.

3. The parents of the child must assume responsibility for informing the school principal and/or teacher of any change in the child's health or change in medication.

LICE POLICY

If you suspect or know that your child has lice, you must keep him at home until she/he is treated and nit free. We would also request that you notify the school of your child's condition. Any child found to have lice will be sent home immediately. Students must be checked by Administration **before** returning to class.

LOST AND FOUND

Any articles left at the school will be placed in "lost and found." Unclaimed articles will be disposed of at the end of each semester. Students may come to the office during recess or after school and check for lost articles.

LUNCH

We offer a "hot" lunch program currently for grades K-2. The menu is on a two-week rotation. Please review the menu in order to ensure that your child will or is able to eat the lunch for any given day. In the event that your child does not want or is not able to eat the school lunch provided that day please bring a complete and well-balanced lunch, including a drink for your child on those days. No soft drinks, candy or gum are allowed. No sippy cups are allowed. Students are not allowed to trade or share food. Please also supply a healthy snack each day for your child to be eaten during snack time in the classroom. **PLEASE REMEMBER THAT**

DISCOVERY POINT IS A PEANUT FREE FACILITY. SINCE CCA IS UTILIZING DISCOVERY POINT'S CAFETERIA, ALL FOOD MUST BE PEANUT FREE.

Lunch Visitors

We welcome family lunch visits at CCA for those immediate family members ("visitors") wishing to eat lunch with their child. For grades K-2, visitors must sit at a separate designated table with their child only. Relatives of CCA students may visit for lunch with prior written permission from the parent(s). During inclement of weather, K-2 students will eat in their classrooms and visitors will not be able to eat with their child due to classroom size, seating availability and safety concerns unless parent chooses to sign out their child for lunch. Upper grades (3-8) must sign their child out for lunches as we are unable to accommodate parents in classrooms. Lunch visitors are also welcome to use our outdoor seating area located between the Chapel and Kindergarten buildings.

No Harassment Policy

Christian Crossings Academy will not tolerate any type of harassment of its students and employees. "Harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, request for sexual favors, inappropriate jokes and innuendoes, offensive touching and other verbal, graphic, physical conduct. Violation of this policy will result in disciplinary action, up to and including immediate suspension or expulsion from the school. This harassment policy includes electronic means of communication such as email messages and web postings and texting.

OPEN HOUSE/ORIENTATION

Open House will be held during the first month of each school year. Parents will have an opportunity to visit classrooms and get acquainted with teachers and staff that evening.

Parent Involvement

Parents/guardians are encouraged to express ideas, concerns and praise to administration. CCA's administration has an open-door policy when it comes to the betterment of the school and would like your input. Please feel free to share your thoughts or concerns.

A successful program means parents, teachers, administration, and caregivers are working together! Below are a few ideas that enable parents and families to help make their child's experience at CCA even more special:

- Go on field trips.
- Donate materials as needed.
- Help with a special activities and events.

- Support Christian Crossings Academy in its fundraisers.
- Vocally support our school. Your kind comments are the best advertisement.
- Attend CCA's weekly Chapel.

Volunteers are greatly appreciated at CCA. Proper procedures must be followed.

- Volunteers MUST have a background check on file at CCA. (Forms are available in the office.)
- Volunteers shall provide assistance under the direct supervision of a member of the administration or teaching staff.
- Volunteers will not be permitted in the classrooms during instructional time.
- Volunteers in the school building MUST sign in at the office.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are designed to answer any questions or discuss any problems that might be affecting the students. Conferences are scheduled on the yearly calendar in elementary and middle school, routinely at the close of the first grading period and after Christmas break for preschool. Teachers or parents may request additional conferences anytime during the school year. If a teacher requests a conference, parents are required to meet with the teacher within one week. Failure to comply may be cause for dismissal.

PHYSICAL EDUCATION

A physical education program is provided for students. In order to be excused from a P.E. class, the student must bring in a written note from a parent stating the specific reason for the excuse. This procedure may be followed only two times consecutively for the same illness. If the student is still not able to participate, he/she must bring in a doctor's note in order to be excused beyond those two classes. If a person is excused from P.E. class, he/she will not be allowed to participate in activities at recess. **ALL students must wear athletic shoes** for PE or they will not be allowed to participate in P.E. for the day and will lose participation points.

PLEDGES

Students begin each day with pledges to the American Flag and Bible.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

RECESS

Children learn in a structured environment throughout the morning. Therefore, we encourage them to exercise and play together each day at recess before returning to the classroom. As the

weather turns cooler, please have your child come prepared with a sweater/jacket. Recess is 20-30 minutes long.

REPORT CARD

The purpose of the reporting system is to give parents and students indication of the progress (or lack of progress) being made. Academics, attitude and conduct are carefully evaluated. The grading system is explained on the report card as well as in the section on grading.

SNACKS

Daily snacks are provided by the school. Examples are as follows: goldfish, cheerios, chex mix, animal cookies, pretzels, vanilla wafers, graham crackers, fruit, etc. Students with allergies must provide their own snacks.

SPECIAL EVENTS

Classes will host special events such as Thanksgiving feasts, Christmas program, chapel, etc., during the school year.

Please note our holiday policies:

FALL

We will celebrate fall with various activities on the date that signifies the beginning of autumn on the calendar. We will not observe Halloween, however, we will have a fall festival with an abundance of fall activities where the children are welcomed to come in appropriate costumes that do not demonstrate anything of an evil nature (ex: ghosts, vampires, witches, etc.).

CHRISTMAS

Decorating trees, singing fun and religious songs and gift exchanges with the emphasis on Christ's birth are permitted.

EASTER

Focus will be on spring and new life in celebration of our Lord's resurrection. Bunnies as "real" rabbits can be used to decorate classrooms. Coloring of eggs and hunting eggs may be used to reinforce skills, springtime themes and cooking projects.

- From time to time fundraisers, book order forms, or some other publications may have secular items offered or advertised. The school does not necessarily endorse all items printed in those materials. CCA will depend on parents to handle those instances as they come up in the manner each family finds appropriate.

STUDENT ENRICHMENT

All elementary students will attend the following enrichment such as Art, Music, Spanish, P.E., Computer or Library classes daily. In addition, children have periodic musical performances for

parents, church members and others. Special activities throughout the year will include the Christmas Program and Awards Ceremonies.

SUPPLIES

Each grade level requires certain supplies - some items are provided by the school. A list of required items for each grade level will be made available. (Some supplies will be kept by the teacher to distribute as needed.)

TELEPHONE

Only in cases of an emergency will a student be permitted to call home on an office phone. To use the phone, the student needs a permission slip from the classroom teacher. The student is not permitted to call home for left homework, books, lunches, clothes, etc. Cell Phones are not to be used by students.

VISITORS & VOLUNTEERS

Parents and supporters are encouraged to visit the school and are warmly welcomed. However, all classroom visits are by appointment only. Unexpected visits are discouraged because they take time from the planned schedule. Interruption of any teaching during school hours will not be permitted. Appointments with the teacher should be scheduled outside of normal school hours. All visitors must sign in at the front office.

Parent-Teacher Fellowship meetings are scheduled per school calendar. Important information pertaining to school events, fundraising and classroom information is shared at these meetings. Parents are expected to attend all meetings.

Teachers are not available for parent conferences at the a.m. and p.m. drop off and pick up times. If you choose to escort your child to his/her classroom, please give hugs and kisses at the door.

The school will not allow students to have visitors accompany them as visiting guests. This also includes siblings or former students visiting during the school day.

NOTE: Please **DO NOT** park in the “Disabled” parking areas, as the police check these areas often.

WEATHER

In the event of severe weather conditions, please listen to the TV and radio stations to be informed of the action taken by Pasco County Schools. CCA will follow their guidelines. If the Pasco County Public Schools close due to hurricane or storm conditions, CCA will also close.

**CCA reserves the right to revise policies at any time.
The most current handbook is the one posted online.**

Christian Crossings Academy
Student/Parent Handbook Agreement Form

*** *Student/Parent Handbook can be found on our website*
www.christiancrossings.com ***

I have read and reviewed the contents of the Christian Crossings Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them.

Your acknowledgment and signature will be kept on file for the duration of your child's enrollment or until an updated handbook is published. This document should be retained for ongoing review with your child/children.

Student Name: _____	Grade: _____
Student Name: _____	Grade: _____
Student Name: _____	Grade: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____ Date: _____